

CITY OF NATIONAL CITY
invites applications for the position of:
Literacy Coordinator (Senior Library Technician)

An Equal Opportunity Employer

SALARY: \$18.08 - \$21.97 Hourly
\$1,446.00 - \$1,757.54 Biweekly
\$3,133.00 - \$3,808.00 Monthly

OPENING DATE: 01/12/12

CLOSING DATE: Continuous

DESCRIPTION:

Under direction, to perform technical and paraprofessional duties in the library, including supervision of lower-level staff; oversee activities of assigned function; and perform related duties as required.

KEY RESPONSIBILITIES

Literacy duties may include preparing grant application; grants recordkeeping; organizing literacy services; assessing literacy skills for program placement; selecting material and teaching aides; and assisting in the preparation of the budget.

Other Senior Library Technician duties include; explains and demonstrates the use of catalogues, indexes, and other guides to library materials; performs copy cataloging and other simple classification of library materials; responds to patron inquiries by telephone and in person and refers to appropriate staff member, as necessary; oversees the operation of automated circulation system; conducts story hours, puppets shows, craft projects, and presentations and performances at school assemblies and before parent/teacher groups; performs basic reference service; orders and receives library materials, checks materials received against orders, and reports discrepancies; supervises and trains lower-level staff; conducts tours of library and instructs the public on library use; writes monthly press releases promoting the library's collection, activities, and policies; creates calendars of library activities, flyers, bibliographies, signs, forms, and other materials; explains library policies and rules; arranges and maintains book displays, bulletin boards, and other exhibits; maintains library files and records; inputs and/or edits data into catalogues; operates a variety of office equipment.

MINIMUM QUALIFICATIONS

An associate's degree (preferably in library technology), plus three (3) years of paraprofessional library experience; or a bachelor's degree in a related field from an accredited college or university and two (2) years of library experience.

EXAMINATION PROCESS:

The Library Department has an immediate need to fill this position. Qualified applicants will be referred to the Department for consideration as they are received and the recruitment.

<http://www.nationalcityca.gov>

OUR OFFICE IS LOCATED AT:

140 East 12th Street, Suite A

National City, CA 91950

619-336-4300

hr@nationalcityca.gov

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LITERACY COORDINATOR (SENIOR LIBRARY TECHNICIAN)

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